INTEROFFICE MEMO

TO: MEDIA PRODUCERS

FROM: TERESA PINKSTON, CEO

DATE: 1/29/12

SUBJECT: NEXT PHASE

You have participated in many activities with regard to leadership, project management, team building and communication. You are now ready for the next phase.

In one week (January 29-February 3, 2012) you will need to have the following checklist complete (my suggestion would be to first create a plan for the week to get all of this accomplished and stick to it, make changes and modifications when necessary and if you would like CEO input, please share your plan with them):

* Professional Business Resume approved by the CEO's, Mrs. Piper, Mrs. Pinkston and Mr. Mayfield (all must sign off on your resume)
* Professional Portfolio-this can be in any format (digital or hardcopy or both) contents must be approved by all CEO's.
* Obtain 3-5 solid leads on clients/projects you would like to do over the course of the 3rd quarter-these will reviewed by the CEO's.
* If you will remember in our last meeting that it was discussed, "you are in charge of your continued learning" this means you will go out and find the resources to learn the skills or advance your skill in the area of interest. You will need to form a plan or outline of how you will accomplish this, the goal is to have an internship the 4th quarter. The CEO's are here to help with resources if needed.

There will be a few more tasks added to this list and will be given to you by Thursday, you must have a good start on the list above in order to understand the other tasks.

\*\*\*Don't forget your collage of pictures from your last activity of being a project manager.

\*\*\*Discussion questions must also be completed for all activities.